

FINANCE COMMITTEE

Date and Time: Tuesday April 26, 2022 @ 5:15 pm., Council Chambers

Members Present: Doug Diny, Carol Lukens, Lisa Rasmussen, Sarah Watson, Michael Martens

Others Present: Maryanne Groat, Matt Barnes, Katie Rosenberg, Liz Brodek, Randy Fifrick, Bob Barteck, Jeremy Kopp, Gerry Klein, Anne Jacobson, Eric Lindman, Jamie Polley, Tammy Stratz, Mary Goede, Kaitlyn Bernarde, Gary Gisselman

In accordance with Chapter 19, Wisc. Statutes, notice of this meeting was posted and sent to the Daily Herald in the proper manner. The Finance Committee was called to order by City Clerk, Kaitlyn Bernarde.

Select a Chairperson and Vice Chairperson for 2022-2024 term.

Michael Martens nominated Lisa Rasmussen as Finance Chairperson, seconded by Watson. Nominations were closed and a unanimous ballot was cast. *The Clerk turned the meeting over the Chairperson Rasmussen.*

Doug Diny nominated Michael Martens as Vice Chairperson, seconded by Watson. Nominations were closed and a unanimous ballot was cast.

Establish Regular Meeting Date and Time for 2022-2024 term.

Lisa Rasmussen stated the committee has historically met the 2nd and 4th Tuesday of each month at 5:15 pm. She commented the committee has enough activity to require two meetings a month most of the time. She indicated if there are not enough items the second meeting of the month will be canceled.

Carol Lukens questioned if the time could be moved to 5:30 pm or if it was too close the Council meeting. Rasmussen indicated if the agenda is short, it has been move to 5:45 or 6:00 in the past. She felt they could work with a 5:30 start time, but occasionally may have to hold it earlier if there is a topic of wide interest.

The standard meeting time was set for 5:30 PM on the 2nd and 4th Tuesdays.

Minutes of the previous meeting(s): (3/22/22 & 4/12/22)

Motion by Martens, second by Watson to approve the minutes. Motion carried 5-0.

Discussion and possible action on ERP software implementation

Maryanne Groat stated the Common Council authorized going with new financial software (Enterprise Resource Planning) which was a very comprehensive software selection in which most of 2021 was spent working with a consultant to develop the specifications. An RFP was issued resulting in 13 proposals and there was a rigorous in-depth review session with each of the vendors and references. The vendor was selected las fall and it was approved in the 2022 Budget. She indicated they have been working very hard on the implementation and are basically in the design phase. She commented it is a very time-consuming process in which she has been spending at least 40% of her time on implementation. She explained they are eliminating all of our paper and moving to electronic processing and workflow with in-depth security systems. She stated it is going well and on time; they should be done with design by mid to end of May and then will spend the summer getting the data from our current system into the new system and conduct extensive testing through the summer and fall.

Groat stated Workday is the company hired for the software and Collaborative Consulting is the company helping us through the process. In addition, there were other software applications that were going to work in concert with this to provide us with all our financial information: debt management, point of sale for cash collections, job costing, etc. The job costing software was going also be used by the County Highway, Public Works and Parks, however, the County Highway has unique needs due to its DOT relationship, so it won't work for them and there will be a delay in the job costing portion of the project.

Doug Diny questioned if the city was sharing a similar software with the county. Groat state both the city and county are using the same software and are sharing customer accounts, supplier accounts, having one central accounts payable listing and one central customer listing, as well as one chart of accounts. She indicated we are collaborating as much as possible.

Discussion and possible action regarding expanding Ehlers Financial Investment Advisory Services to include General Investments

Groat stated last year they discussed what to do with ARPA funds because the federal government made an affirmative statement that we could earn interest on the funds and there was no restriction on the interest earned. Obligations under our new ERP systems was discussed and felt it might be a good idea to explore using a financial/investment advisor. She proposed Ehlers to manage our general investment portfolio because they are professionals in that area, and we could increase our yields to make more money and have less work to do.

Rasmussen questioned if the goal was for a permanent arrangement or temporary while implementing the ERP Software. Groat stated they could have it be a pilot and then revisit it after ERP is implemented.

Tami Olszewski, from Ehlers, stated they do not require any specific contract on file and the city is not tied into their services. She believed that once they became familiar with our services and the efficiencies that are created within their accounting practices, as well as streamlining their investment strategy, they will find they have more time because of the ERP Software. She gave a presentation on Ehlers investment advisory services and the city's portfolio summary. It can be viewed online: <https://www.youtube.com/watch?v=ZrsIjzCE2G4>

Motion by Diny, second by Watson to approve expanding Ehlers Ehlers Financial Investment Advisory Services to include General Investments for 2 years. Motion carried 5-0.

Discussion and possible action regarding Resolution Declaring Authorized Representative to File Applications for Financial Assistance from State of Wisconsin Environmental Improvement Fund

Eric Lindman explained there are a lot of funds coming through the bipartisan infrastructure bill but right now it is not available to us. The DOT is putting out guidance to apply for it, but for the 2022 funds it is very short where we have about two to two and a half weeks from the time the criteria comes out to apply for the funds. The DNR has not put anything out yet and are anticipating that sometime in June. He noted most of the funds will be forgivable loans, some might require a contribution. He stated we need a resolution in place authorizing the mayor to sign on behalf of the city to apply for these funds with the short turnaround time, so when the criteria comes out we are not scrambling for special meetings.

Motion by Diny, second by Martens to approve the resolution. Motion carried 5-0.

Discussion and possible action regarding Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing

Maryanne Groat noted we are encountering expenses for the Pilot Study, and this will allow the state to reimburse for those expenses.

Lindman explained when the DNR informs us we have an opportunity for a forgivable loan, whether it be for clean water, safe drinking water, etc., we would apply for the funds along with a project to get reimbursement for the work.

Motion by Martens, second by Lukens to approve the resolution. Motion carried 5-0.

Discussion and possible action regarding WAAM Closed Captioning and budget amendment

Groat stated we initially thought a budget amendment was needed based on the quotes we received, however, after further research it was found the annual maintenance agreement was included in the operating budget and there is sufficient funds, so no budget modification is necessary. This was authorized to be funded from ARPA and public access employees received three quotes and Municipal Captioning is their preferred vendor. This type of software is unique and needs to be compatible with the existing software to work efficiently. She stated the \$47,000 will come from ARPA and the \$6,000 from their operating budget.

Kris Berge explained all three vendors will do live captioning on the TV channels and pass through to YouTube once it's set up. The vendor we selected has an encoding device that is a separate unit outside of the server making it easier to update and/or replace if it dies and will not kill the whole server.

Michael Martens clarified this is an automated captioning system and is using machine learning in order to caption automatically so we are not relying on a third party. Berge stated the captioning will be done on a server on site and

we can train it on local words. There is access 24/7 so any city videos that need to be captioned to put up on Facebook can be done in-house. He stated Municipal Captioning is broadcast quality and used by a lot of over the air channels.

Motion by Martens, second by Watson to approve the purchase. Motion carried 5-0.

Discussion and possible action regarding yearend budget to actual results and related carryover requests of the 2021 budget to the 2022 budget

Groat stated there is a process each October to look at what departments are projecting their expenses to be at year-end and if a department has gone over budget there are two philosophies of either doing a budget modification to offset the overspending or we just report on the overspending at year-end. Rasmussen commented historically we have adopted a practice of doing the modification so that we finish the year with a balanced budget, and it shows the path to how we got there.

Rasmussen recapped the carryovers for work in progress: street hot mix - \$28,000, professional services to fund the strategic plan - \$21,000, data processing equipment for Open Meeting Technology software - \$11,000, election equipment to purchase Badger Books - \$15,000, and professional services to complete the update to the website - \$50,000. For the overspending: Unclassified (Police Task Force project) - \$54,000, Refuse - \$1,422, City Attorney Legal fees - \$10,275, and Assessment - \$65,692. *Discussion followed.*

Motion by Watson, second by Diny to approve the carryover requests. Motion carried 5-0.

Discussion and possible action regarding ARPA status, ARPA funding requests and related budget modification

Groat stated she was not actually expecting the committee to make any decisions on these proposals today, rather she wanted to update them on the requests and allow for questions of department heads or discussion. The committee would then rank the requests and submit the rankings to her to compile before the next meeting. She reiterated they don't have to approve any of the applications or partially approve them and can consider other previous applications at a later time.

Groat stated Revenue Replacement is one of the categories that has the most flexibility in which the federal government has said that anything we would typically spend as a government is allowable under that category, except for debt retirement, placing in reserves, or contributing to pension funds.

Rasmussen stated she had a problem with land acquisition to replace Central Fire Station because it is real estate. She stated in CIP within the last few years we put \$100,000 into that station to give it life and fix some immediate needs and we just built fire station #2 not even two years ago.

Fire Chief Bob Barteck stated Central Fire is a 62-year-old station that is nearing its end of life. He believed they needed to begin planning where this next station needs to be. In 2019 the community began studying the need for replacement of fire stations and both Central and station #2 were identified, but station #2 was chosen first. He indicated during that process they looked at placing a larger fire station on the west side (Stewart Ave) and potentially move all of inspections, administrative offices to that station and build a single new fire station.

Barteck stated what was discovered through the Covid pandemic was the way station #2 was designed and built was great for employee health. During the tracking of employee-to-employee contact tracing for Covid exposures, station #2 had zero employee-to-employee contact exposures of Covid; station #3 had our highest rate because it is very small station; and Central was extremely high. The problem is the communal living and is the biggest problem is at Central fire. On May 9th we will invite our third female firefighter to our department and new firefighters need to be assigned downtown with our training and EMS divisions for the first year. He pointed out we lack the proper facilities for female firefighters. There is a large open bunk room, a singular bathroom with a singular toilet and a singular shower for female fighters in the upstairs and there is a lack of privacy. There is a lack of space with the volume of people we are putting in there. As we expand staff the city needs to have facilities that meet the needs. He commented these are firefighters that are living in a station that no longer suits the needs of the community.

Chief Barteck stated all our stations are strategically placed in good locations and it was determined that Central needs to be right near where it is by the Thomas Street Bridge and Grand Avenue corridors. If Central is moved it

needs to be within a couple blocks of it; south towards Townline gets it off the intersection of Thomas and Grand and increases safety. At the same time the Police Department is busting at their seams and would like to take over our facility. He believed the best thing would be to build a new Central fire station and hand the keys to the former to the Police Department for remodel or whatever they would use it for. He noted there are very few properties in that area, but the former Wausau Floral property has been looked at for a long time for that purpose. The price is fair and he was afraid if we don't secure a site which is on the open market and another apartment building or something else goes on it, now the city has to find a site where they possibly have to tear down houses or businesses.

Discussion and possible action regarding 2023 Workcamps Home Repair Contract for 2023

Mayor Rosenberg commented this is an amazing opportunity to help rejuvenate Wausau homes in our area. She indicated they were asking for \$20,000 for the 2023 Budget.

John Schmidt, representing St. Anne Parish, stated he approached Mayor Rosenberg with the idea of Wausau hosting a group mission trips workcamp. It would bring in people from across the country and Wausau would be listed in the catalog of sites and locations available for churches and youth groups across the country to choose from. He explained the primary projects are housing rehab basic projects, such as painting, deck works, porches, and other various improvement projects.

Mayor Rosenberg stated is a great opportunity for us to partner with some local organizations. The participants of up to 400 adults and youths would be able to rejuvenate up to 70 homes.

Motion by Diny, second by Watson to support the 20223 Workcamps Home Repair project. Motion carried 5-0.

Adjourn

Motion by Watson, second by Diny to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:33 pm.